



Maryland Judiciary

Job Announcement

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Opening Date:	November 20, 2015	Closing Date:	December 10, 2015
Job Title:	Human Resources Officer I	Position Type:	Regular Full Time
PIN:	073285 and 086621	FLSA Status:	Exempt
Location:	Administrative Office of the Courts, HR Annapolis, Maryland	Grade/Salary:	J12 \$44,450 - \$53,023
		Financial Disclosure:	Yes

Essential Functions: This position provides professional level duties in support of the recruitment and employment services sections in the HR department. Activities may include, but not be limited to: Writing and placing of job postings; Facilitating background checks; Applicant scheduling and testing; Drafting and sending offer letters and other documents; Assisting in researching and gathering data/information for reports; Performs other related recruitment and transaction tasks via an automated on-line applicant tracking system and Human Resources Information System (HRIS); Provides receptionist services for the HR Department; Answers and forwards phone calls to applicable departments; Collects, opens, time stamps and distributes office mail; and, Maintains the personnel file room and its records. This position is shared between the Office of Classification, Compensation and Recruitment, and the Office of Employment Services. As such, the incumbent must be able to manage multiple and sometimes competing priorities, and to quickly switch tasks as needed.

Education: Associates Degree from an accredited college or university.

Experience: Three years of human resources experience directly related to the essential functions listed above **OR** three years of high-level administrative experience involving effective communication and building effective business relationships.

Note: Para-professional or professional human resources experience as defined above may be substituted on a year-for-year basis for the required education.

Preferred: Associates Degree or better in a discipline requiring effective written and oral communication skills; Experience effectively communicating or building relationships with high-level government employees; At least one year of para-professional or professional human resources work, preferably in recruitment, on-boarding and benefits, with experience in an HRIS, preferably PeopleSoft; Experience with recruitment, on-boarding and benefits administration (health and retirement) for a government employer; Experience in a high-volume, customer service-oriented, deadline driven environment.

Skills/Abilities: Familiarity with employment law, recruitment processes and strategies, on-boarding, benefits and retirement; Ability to research and acquire data and information, and present findings in a clear and concise written format; Knowledge and understanding of office practices, procedures and protocols; Proficiency with standard office equipment, and Microsoft Office products to include: Outlook; Word; Excel; and, PowerPoint; Familiarity and skill in utilizing a HRIS, preferably PeopleSoft, including inputting data, conducting queries, and running reports; Excellent communication skills to include correct use of grammar, spelling, syntax and punctuation; Ability to exercise patience and professionalism with all contacts, including applicants, peers, supervisors and managers, HR Liaisons, Hiring Managers, Judges and other Judiciary Executives; Ability to maintain confidentiality; Ability to establish and maintain effective working relationships, using tact, diplomacy and emotional intelligence; Ability to work in a fast paced environment, with shifting multiple priorities, demonstrating skill in prioritizing competing work assignments; Possesses good analytical and data summarization skills; Possesses active listening and critical thinking skills; Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.